

DEPARTMENT OF HEALTH SERVICES

714/744 P Street
P.O. Box 942732
Sacramento, CA 94234-7320
(916) 657-2941



April 15, 1996

Medi-Cal Eligibility Branch Information Letter No.: I-97-07

TO: All County Welfare Directors
All County Medi-Cal Program Specialists/Liaisons
All MEDS Coordinators

**EXAMINATION ANNOUNCEMENTS: ASSISTANT MEDI-CAL ELIGIBILITY ANALYST
AND ASSOCIATE MEDI-CAL ELIGIBILITY
ANALYST**

The purpose of this communication is to transmit the open examination announcements for the California Department of Health Services' (DHS) new civil service classifications: **Assistant Medi-Cal Eligibility Analyst and Associate Medi-Cal Eligibility Analyst**. The examination process will consist of a Written Supplement and a Supplemental Application.

Applicants are advised to carefully review the announcement and follow the detailed filing instructions as required. All qualified individuals are encouraged to apply. If a person is uncertain about his/her qualifications or which classification to apply for, I recommend filing an application and the DHS personnel staff will make the proper determinations.

This notification is also being sent to all E-mail and TAO users. To help us get the word out quickly, please post the Examination Announcement where it will be seen by interested persons. Note: **the application and written supplement must be POSTMARKED by April 25, 1996, the final filing date. Facsimiles (faxes) will not be accepted under any circumstances.**

Questions may be directed to Kim Nicholls, of my staff, at 916/657-0258

Given the fast-approaching filing date, we appreciate your assistance in helping us get the word out as quickly as possible. Thanks very much for your cooperation.

Sincerely,

Original signed by

Frank S. Martucci, Chief
Medi-Cal Eligibility Branch

Enclosure



ASSISTANT MEDI-CAL ELIGIBILITY ANALYST

OPEN EXAMINATION FOR CALIFORNIA DEPARTMENT OF HEALTH SERVICE:

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

NO WRITTEN TEST IS REQUIRED—NO QUALIFICATIONS APPRAISAL IS REQUIRED

The entire examination will consist of a Written Supplement and a Supplemental Application.

HOW TO APPLY

Applications are available and may be filed in person or by mail with:

Department of Health Services
Personnel/Examination Unit
714 P Street, Room 850
P. O. Box 942732
Sacramento, CA 94234-7320
(916) 657-1423
TDD (916) 657-3042

CALNET 8-437-1423
CALNET 8-437-3042

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

FINAL FILING DATE: April 25, 1996

The entire exam will consist of a Written Supplement and Supplemental Application. **NO WRITTEN TEST OR INTERVIEW WILL BE CONDUCTED.** The application and supplement must be postmarked by April 25, 1996, the final filing date. Facsimiles (faxes) will not be accepted under any circumstances. **APPLICATIONS/RESUMES received without supplements will be rejected.**

SPECIAL FILING INSTRUCTIONS

The instructions for completing the Written Supplement follow the knowledge and abilities at the end of this bulletin. Supplemental Applications will be sent to successful competitors within two weeks after receipt of the Written Supplement.

NOTE: If you meet the entrance requirement for this class and for the Associate Medi-Cal Eligibility Analyst, you may file for two or more exams on a single application. However, you must type or write in the complete title of each examination you wish to take in Section 1 of the application. You will not be considered for additional classifications after the final filing date.

SALARY RANGES: Range A: 2379-2853
Range B: 2853-3430

ELIGIBLE LIST INFORMATION

A departmental eligible list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by April 25, 1996, the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.

NOTE: All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class titles. Applications/resumes received without this information will be rejected.

NOTE: All applications/resumes must contain the following information on all related college courses completed: title, semester or quarter credits, name of institution, and completion dates.

Education: Equivalent to graduation from college with a minimum of semester or 27 quarter units in the social sciences. (Registration as senior at an accredited institution will provide for admission to the examination, but applicants must produce evidence of graduation or equivalent before they can be considered eligible for appointment. Qualifying experience may be substituted for education on a year-for-year basis. *And*

Experience: One year of experience supervising professional staff in the performance of eligibility determination for public assistance or family support case work in one or a combination of the following county programs: Medi-Cal, AFDC, Food Stamps, and CMSP.

THE POSITION

Under supervision, the Assistant Medi-Cal Eligibility Analyst performs consultative and advisory assignments; analyzes and evaluates Federal law and policy for development of state and local operations, procedure and systems to be implemented at the county level. The Assistant Medi-Cal Eligibility Analyst determines the impact on county welfare departments, including automated and manual systems, equipment budgeting, staff support, forms development, benefit issuance, and training. The Assistant Medi-Cal Eligibility Analyst provides training county staff on policies and procedures; integrates state policies and procedures with the county welfare departments' policies and procedure for application among the counties' manual and automated systems, as well as the State's automated systems.

EXAMINATION INFORMATION

This examination will consist of a Written Supplement and Supplemental Application only. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained.

Written Supplement—Weighted 50 Percent
Supplemental Application—Weighted 50 Percent

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Principles, practices, and trends of county and local government administration, management, and supportive staff services.
2. County and local government function and organization including budget preparation, internal policies, and local community resources.
3. Methods, techniques, and systems used for county eligibility determination.
4. County record-keeping processes, case review, and quality assurance practices.

B. Ability to:

1. Research and analyze specific eligibility information contained in county case records.
2. Interpret county eligibility information and communicate this information understandably to others.
3. Recognize policy conflicts at the county level and develop solutions.
4. Gain and maintain confidence and cooperation from county management and administrative staff.
5. Consult with and advise administrators or other interested parties on county program administrative issues.

Veterans preference credit is granted in this examination.

WRITTEN SUPPLEMENT:

REQUIREMENTS

Each applicant for this examination must complete and attach their responses to this supplement.

The application and supplement must be **POSTMARKED** by April 25, 1996, the final filing date. Facsimiles (faxes) will **NOT** be accepted under any circumstances.

Applications/resumes received without supplements will be rejected.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION
ASSISTANT MEDI-CAL 6HA70-01 KH26/4413 FINAL FILING DATE: APRIL 25, 1996
ELIGIBILITY ANALYST

April 4, 1996

RESPONDING TO SUPPLEMENT

When responding to the supplemental items, follow these guidelines:

- Your responses must be typewritten on 8-1/2" x 11" paper.
- Make sure your responses completely address the areas identified below. Be concise, clear, and as specific as possible.
- Answer each numbered item separately and indicate the corresponding item number for each response. You may include multiple responses on a single page.
- Include place of employment, pertinent dates, duties performed, and any other necessary information when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to answer all items completely.
- Resumes, letters, and other material will NOT be evaluated or considered as responses to the items in the supplement.

SUBMITTING DOCUMENTS

Submit your **ORIGINAL** TYPEWRITTEN RESPONSES TO THE SUPPLEMENT AND THREE (3) COPIES. Identify each page with your full name and Social Security account number.

SUPPLEMENTAL ITEMS

1. Describe your experience in documenting and implementing policies at the county government or organization level. (One page maximum.)
2. Describe your experience in working with systems used for county eligibility documentation. (One page maximum.)
3. Describe your experience in working with program evaluation. (One page maximum.)
4. Describe your experience in recognizing policy conflicts at the county level. (One page maximum.)
5. Describe your experience in consulting with administrators on county program administrative issues. (One page maximum.)

GENERAL INFORMATION

It is the candidate's responsibility to contact the N/A three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Health Services Exam Unit at (916) 657-1423 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the department noted on the other side of this bulletin.

If you meet the requirements stated on the other side of this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidivisional promotional, (4) statewide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made on his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100 percent disabled veterans and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: (1) passing the General Education Development (GED) Test; (2) completion of 12 semester units of college-level work; (3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or (4) for clerical and accounting classes, substitution of business college work in place of high school on year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones: 1-800-735-2929
From Voice Telephones: 1-800-735-2922



ASSOCIATE MEDI-CAL ELIGIBILITY ANALYST

OPEN EXAMINATION FOR CALIFORNIA DEPARTMENT OF HEALTH SERVICES

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Sacramento, CA 94234-7320
(916) 657-1423
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CALNET 8-437-1423
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FINAL FILING DATE: April 25, 1996

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SPECIAL FILING INSTRUCTIONS

The instructions for completing the Written Supplement follow the knowledge and abilities at the end of this bulletin. Supplemental Applications will be sent to successful competitors within two weeks after receipt of the Written Supplement.

NOTE: If you meet the entrance requirement for this class and for the Assistant Medi-Cal Eligibility Analyst, you may file for two or more exams on a single application. However, you must type or write in the complete title of each examination you wish to take in Section 1 of the application. You will not be considered for additional classifications after the final filing date.

SALARY RANGES: \$3430-4139

ELIGIBLE LIST INFORMATION

A departmental eligible list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by April 25, 1996, the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.

NOTE: All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class titles. Applications/resumes received without this information will be rejected.

NOTE: All applications/resumes must contain the following information on all related college courses completed: title, semester or quarter credits, name of institution, and completion dates.

Either I

One year of experience in the California state service performing the duties of an Assistant Medi-Cal Eligibility Analyst, Range B.

Or II

Education: Equivalent to graduation from college with a minimum of 18 semester or 27 quarter units in the social sciences. (Registration as a senior at an accredited institution will provide for admission to the examination, but applicants must produce evidence of graduation or its equivalent before they can be considered eligible for appointment. Qualifying experience may be substituted for education on a year-for-year basis. **And**

Experience: Three years of experience supervising professional staff in the performance of public assistance or family support case work in one or a combination of the following county programs: Medi-Cal, AFDC Food Stamps, and CMSAP.

THE POSITION

The Associate Medi-Cal Eligibility Analyst performs the more responsible varied, and complex work in a variety of consultative and advisory assignment; conducts analysis, evaluation, and implementation of federal and state laws and policies assessing the impact on the counties and their ability to effectively administer public assistance programs. Incumbents provide technical assistance to the counties in the development of regulations and policies. Incumbents work with other state staff to reconcile public assistance program policy with SAWS and other automated systems' capabilities and functional requirements; review test cases to evaluate the accuracy of all new program requirements; analyze errors and make recommendations for corrections to SAWS and/or other automated systems; incumbents may act in a lead capacity over a multidisciplinary group comprised of staff from a variety of agencies.

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Written Supplement—Weighted 50 Percent
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SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Principles, practices, and trends of county and local government administration, management, and supportive staff services.
2. County and local government function and organization including budget preparation, internal policies, and local community resources.
3. Methods, techniques, and systems used for county eligibility determination.
4. County record-keeping processes, case review, and quality assurance practices.
5. Analysis methods and the principles of completed staff work.
6. Principles and practices of policy formulation.
7. Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation or related areas.

B. Ability to:

1. Research and analyze specific eligibility information contained in county case records.
2. Interpret county eligibility information and communicate this information understandably to others.
3. Recognize policy conflicts at the county level and develop solutions.
4. Gain and maintain confidence and cooperation from county management and administrative staff.
5. Consult with and advise administrators or other interested parties on county program administrative issues.
6. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental problems.
7. Develop and evaluate alternative.
8. Analyze data and present ideas and information effectively.
9. Act in a lead capacity over multidisciplinary groups.

Veterans preference credit is granted in this examination.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION
ASSOCIATE MEDI-CAL 6HA70-02 KH28/4414 FINAL FILING DATE: APRIL 25, 1996
ELIGIBILITY ANALYST

WRITTEN SUPPLEMENT:

REQUIREMENTS

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Applications/resumes received without supplements *will be rejected*.

RESPONDING TO SUPPLEMENT

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SUPPLEMENTAL ITEMS

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5. Describe your experience in consulting with administrators on county program administrative issues. (One page maximum.)
6. Describe your experience in acting in a lead capacity over multidisciplinary groups. (One page maximum.)

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General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made on his/her efforts toward self-development.

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